

REQUEST FOR PROPOSAL

INTRODUCTION

The Michigan Office of Highway Safety Planning (OHSP) and the Michigan Truck Safety Commission (MTSC) are soliciting proposals for services to conduct, evaluate, and make recommendations based on the results of a Direct Observation Study for Commercial Motor Vehicle Safety Belt and Hand-Held Device Use in Michigan for fiscal year (FY) 2015. Securing the services of an outside party will ensure that a comprehensive study is developed, conducted, and evaluated independently. This proposal is only available to universities and non-profit research agencies.

BACKGROUND

Commercial motor vehicles (CMV) are heavy trucks traversing many miles of roadway in the state on any given day. By federal and state statutes, the drivers of these trucks must wear a safety belt and cannot use a hand-held device while driving. The last CMV direct observation of safety belt use conducted in Michigan was in 2012. The safety belt use rate at that time was reported to be 84.9 percent.

PURPOSE

The purpose of this study is to determine if the last reported CMV safety belt rate of 84.9 percent in 2012 has changed, if more education regarding safety belts among CMV drivers is needed, and to determine the approximate percentage of drivers who are using hand-held devices despite the regulations against it.

REQUIRED SCOPE OF WORK

Task #1: The grantee shall send OHSP a copy of its draft proposed methodology by April 17, 2015, for review. OHSP will review the proposed methodology and provide any comments, recommendations, or concerns to the consultant no later than May 1, 2015.

Task #2: The grantee shall review comments from OHSP and send a final copy of the proposed methodology to OHSP by May 15, 2015.

Task #3: The grantee shall provide OHSP with the specific collection sites for the surveys as well as back-up sites and schedules by May 29, 2015.

Task #4: The grantee shall hire and train observers and quality control field personnel no later than one week before the observations begin. The grantee shall provide a copy of the training materials to OHSP one week prior to the training.

Task #5: The grantee will conduct the direct observation study over the summer of 2015.

Task #6: The grantee shall provide OHSP with an estimate of the statewide rate of commercial motor vehicle safety belt use and hand-held mobile device use by August 14, 2015.

Task #7: A draft report is due to OHSP no later than August 21, 2015, for OHSP review and comment. OHSP will review the draft report and provide any comments, recommendations, or concerns to the grantee by September 4, 2015.

Task #8: The report shall include the statewide rate and recommendations for improving commercial motor vehicle safety belt use in Michigan. It shall also include the hand-held device use by types of devices.

TASK #9: The report shall include at a minimum:

- ✓ Technical Report Page
- ✓ Table of Contents
- ✓ Executive Summary
- ✓ Tables and Graphs
- ✓ Methodology
- ✓ Site Venues and Schedules including quality control
- ✓ Observations
- ✓ Evaluation
- ✓ Conclusions and Recommendations

In addition, the report shall be proofread and adhere to the *Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*. The report shall be prepared in Arial 10 font using MS Word 2010.

Task #10: The grantee will present the survey results at the September 16, 2015 meeting of the Michigan Truck Safety Commission.

Task #11: The grantee shall provide OHSP a final report no later than September 25, 2015.

ADDITIONAL SPECIFICATIONS

The survey sample should, as closely as possible, represent the population of Michigan vehicles with accommodations to reduce error while surveying economically. OHSP expects differences in proposed survey methodologies; therefore, an explanation of why the proposed methodology is best will assist the award committee in making a decision.

Please describe the intended survey approach including survey site selection, sampling plan, and survey methods. It would be helpful to know the expected sample sizes and confidence intervals of the estimates.

There is no specific funding guidance available. Please propose as large a survey as is necessary to estimate the parameters. OHSP may request a larger or smaller scope from the successful consultant depending on the proposal and final funding availability.

The consultant may conduct the survey by either paper or electronic collection of observation data, and may choose both as long as deadlines are met and accuracy is not compromised.

The most recent CMV observation survey report is available at http://www.michigan.gov/documents/msp/CMV_Final_Report_September_2012-web_403864_7.pdf.

There are no federal uniform criteria for CMV surveys, but OHSP has previously encouraged the adaptation of the safety belt use guidelines where feasible. The latest proposed criteria amendments are available in 75 FR 4509-4521 (<https://www.federalregister.gov/articles/2011/04/01/2011-7632/uniform-criteria-for-state-observational-surveys-of-seat-belt-use>.) They may be helpful for estimating use/non-use, but not for misuse and degrees thereof.

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" as referenced in Attachment C. Following the selection of a successful proposal, the applicant must complete a formal grant application using OHSP's web-based grant application to finalize grant details. All OHSP grants are administered on a reimbursement basis. All grant-related costs incurred are first paid by the grantee then reimbursed by OHSP. Quarterly progress and financial reports are required, even for quarters with no activity.

Funding for this project is contingent upon the availability of Michigan Truck Safety Funds for FY2015. Changes in state programs and/or funding may lead to changes in OHSP programs, requiring reasonable accommodations from grantees to keep existing projects consistent with organizational goals.

OHSP appreciates the difficulty of adjusting plans and appreciates grantees' flexibility in adapting projects to evolving conditions. The grantee will receive immediate notice of proposed changes and has the right to refuse project expansions beyond their capabilities, in which case supplemental assistance may be sought.

It is the policy of OHSP to allow the maximum indirect cost rate to be 20 percent.

The applicant selected for this project must demonstrate prior experience working with agencies in developing and analyzing surveys and survey results.

Proposals must include a minimum of two (2) examples demonstrating similar projects completed by the applicant.

DUE DATE

All proposals for this project must be received at OHSP by Wednesday, December 10, 2014. Proposals must be submitted electronically in Adobe Acrobat or Microsoft Word. Electronic proposals **MUST** be emailed to all addresses listed: Farnumk@michigan.gov and KilvingtonC@michigan.gov .

Contact information

Please direct any questions about this grant opportunity to:

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